



TRANSFER OPPORTUNITY **FOR STATE EMPLOYEES**



DEPARTMENT OF INDUSTRIAL RELATIONS **Occupational Safety and Health**

Office Technician (Typing) Two Positions ***San Jose***

Position: Office Technician (Typing)
\$2510-\$3050 per month

Location: San Jose (Elevators) Two Positions

Duties: Under the supervision of the Senior Safety Engineer (Elevators), the Office Technician (Typing), types letters, memos, code revisions, variances, approvals, certificates of competency, investigation reports, etc. Complies and prepares annual counts of new elevators by class and type. Process, distributes, records and registers variances, approvals, certificates of lighting, form letters etc. Orders supplies, forms, equipment and furniture and maintains an up-to-date inventory of such. Makes travel arrangements for engineers, maintains itineraries and maintains district office personnel list. Answers telephones, takes messages and refers to appropriate staff member.

Any current SROA/Surplus employee or anyone eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending a standard State application (Form Std. 678) to the address below. Please note that SROA and eligible Surplus Employees will be given first consideration in accordance with SROA provisions.

Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94142

Attention: Minnie Murella
Telephone: (510) 286-6871

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

Submit Application By: September 30, 2006. Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.